

## **Typing Certificates**

Typing certificates submitted with the City's application form must be dated within one year of the application date.

Typing certificates can be obtained from a business school, vocational training center, employment agency or other related agency. Online typing certificates will not be accepted.

### Examples of Approved Agencies:

NOVA-Private Industry Council  
505 W. Olive Avenue (off of El Camino) #550  
Sunnyvale, CA 94086  
408-730-2708  
Call to schedule an appointment, \$10.00 fee.

Western Staff Services  
2025 Gateway Place #240  
San Jose, CA 95110  
408-441-1141  
Call to schedule an appointment, \$15.00 fee.

Certified Employment Group  
2105 S. Bascom Ave, Suite 386  
Campbell, CA 95088  
408-626-7127  
Call to schedule an appointment, \$10.00 fee.

Adecco  
855 El Camino Real #269  
Palo Alto, CA 94301  
650-324-2771  
Call to schedule an appointment, \$20.00 fee.

AppleOne  
5353 Almaden Expressway, Suite E-41  
San Jose, CA 95118  
408-978-1880  
Call to schedule an appointment, no fee.

Please be aware that most agencies only accept cash payments and will require a photo I.D. It is best to call the agency directly to ask about their requirements.

Revised 02/07